FMS Timecard Entry User Manual

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LOGGING ON

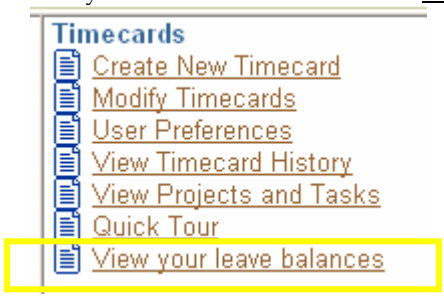
The Payroll department has set the deadline for <u>your timecard</u> to be in Oracle every Friday no later than 9:30 AM. When the following Monday is a holiday; your timecard is required to be in Oracle the Thursday <u>before</u> the holiday no later than 9:30 AM.

1. Open up Oracle by double clicking on the shortcut on the desktop

2. Log on to Oracle: Your username is your network username (if you do not have a network username your Oracle username is your first initial and lastname).
3. Your password is welcome
4. Change to your own password.

Your Leave Balances

To view your leave balances click on <u>View your leave balances</u> under Timecards:



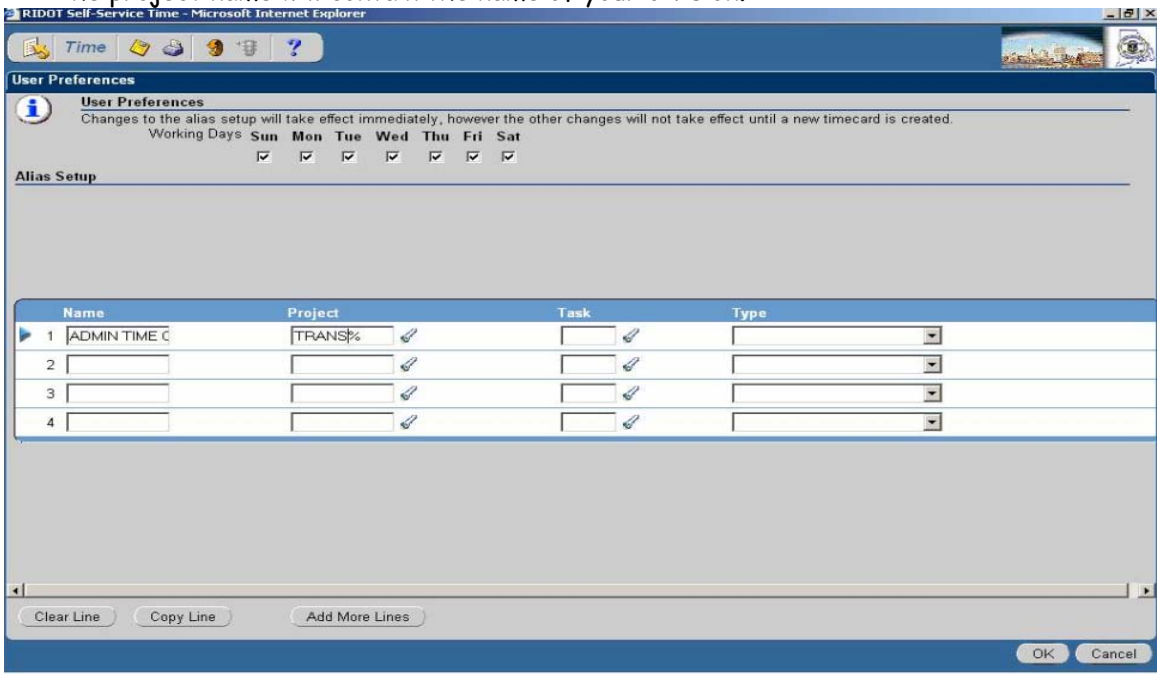
SETTING UP ALIASES

Define an unlimited number of aliases (short codes that are associated with a particular combination of project, task, and type). You can then use these aliases instead of selecting the project, task, and type in a timecard line.

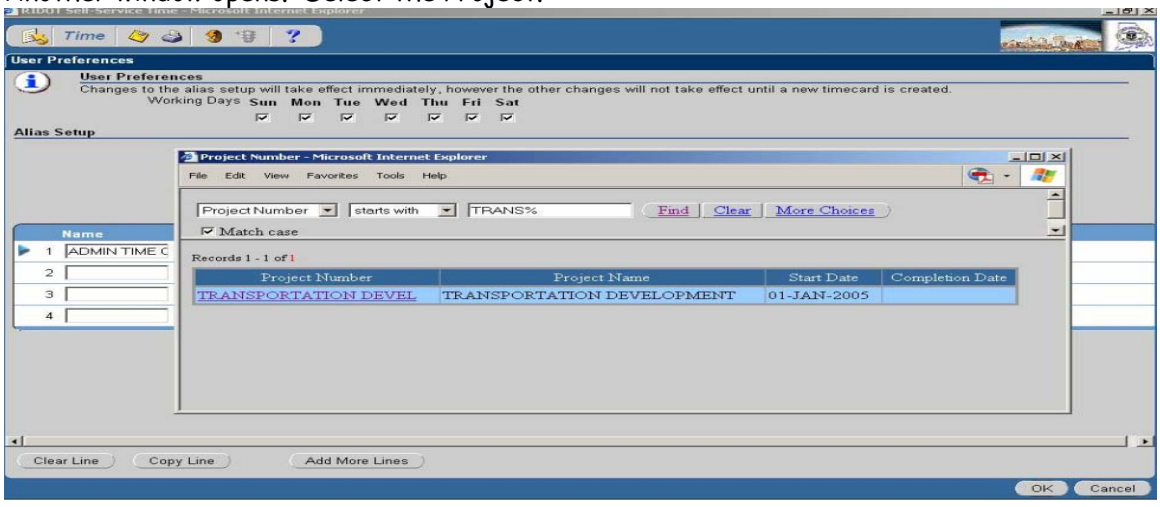
1. Click on Timecards

2. Click on User Preference

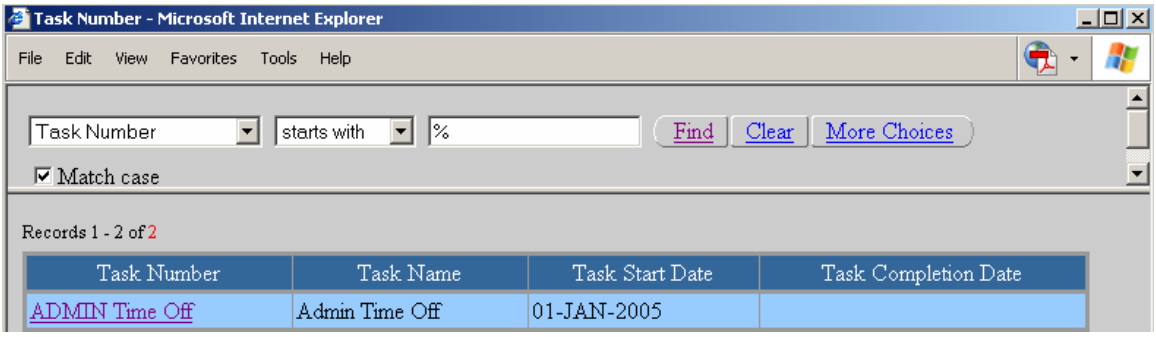
3. New window opens.
4. Under Alias setup: Enter a Name for the alias. (Example: ADMIN TIME OFF). Find your assigned Project used for Admin Time Off by typing '%' in the project box and clicking on the lookup button. The project name will contain the name of your division.



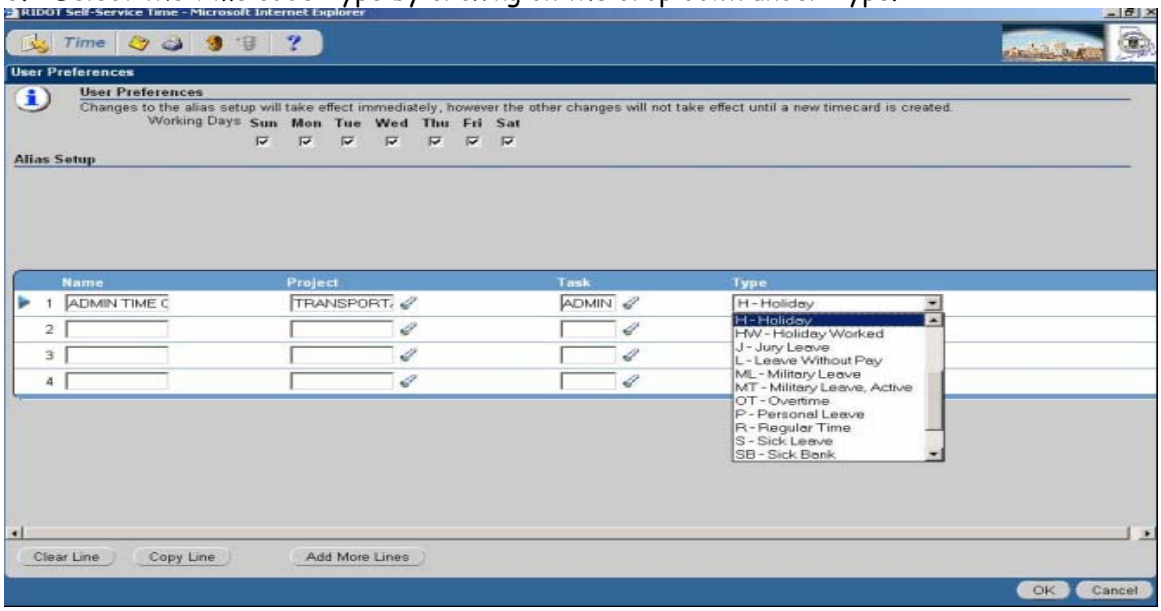
Another window opens. Select the Project.



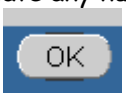
5. Select the Task by typing '%' in the TASK box and then click on the lookup button. Another window opens. Select the Task called ADMIN Time Off.



6. Select the time code Type by clicking on the drop down under Type.



7. You may repeat steps to create any number of aliases.

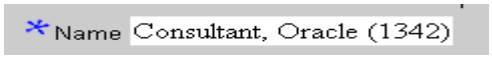
8. When finished Click the OK 

button located at the bottom right hand corner of the page. This will save your aliases.

CREATING YOUR TIMECARD

1. Click on Timecards

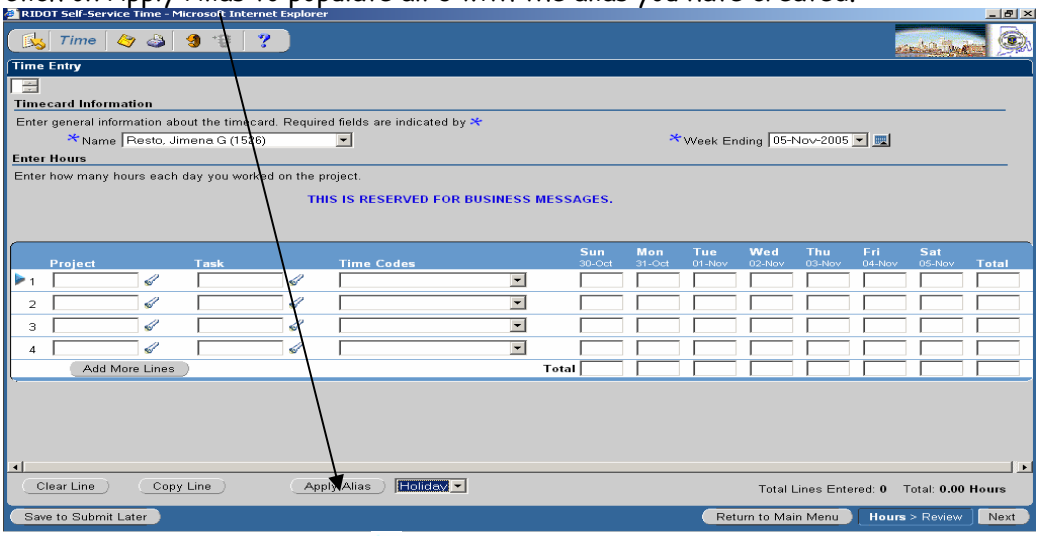
2. Click on Create New Timecard

3. New window opens.
4. Verify your name: 

5. Verify the week ending date:

6. Enter Project, Task, and Timecode: Use your aliases.

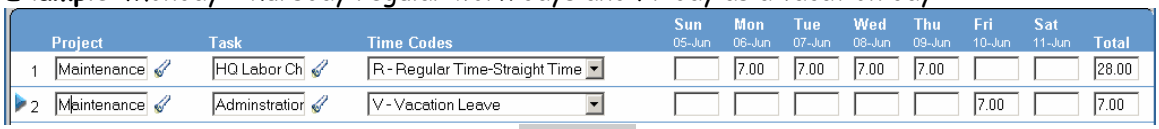
Click on Apply Alias to populate all 3 with the alias you have created.



(NOTE: the line that has the ▶ blue arrow is the line you are entering values on.)

7. *If you have NOT saved Aliases for one your tasks; you will need to enter your project, task, & timecode by selecting them from a lookup.
   a. See section called ENTERING YOUR TIME WITHOUT AN ALIAS
   b. Enter hours in the boxes for the days on that line. If you are charging more than one exception (example: vacation, OT, Call In, etc.), separate lines must be used for each.

   Example: Monday-Thursday regular work days and Friday as a vacation day

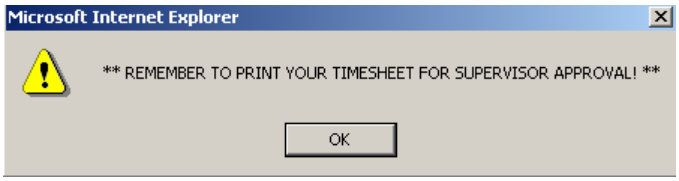


	Project	Task	Time Codes	Sun 05-Jun	Mon 06-Jun	Tue 07-Jun	Wed 08-Jun	Thu 09-Jun	Fri 10-Jun	Sat 11-Jun	Total
1	Maintenance	HQ Labor Ch	R - Regular Time-Straight Time		7.00	7.00	7.00	7.00			28.00
▶2	Maintenance	Adminstratior	V - Vacation Leave						7.00		7.00

8. When complete click on the Next button

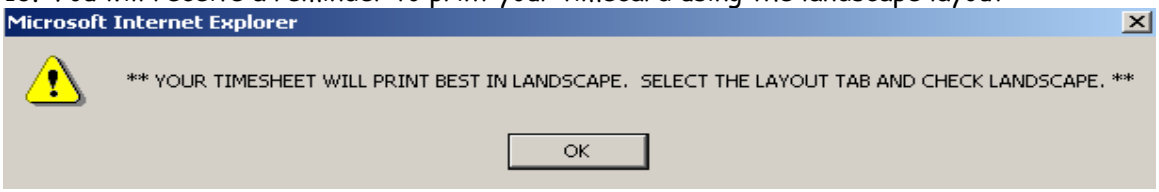
located at the bottom right hand corner. This will "verify" (validate) your timecard. If it does not pass you will receive a message with a description of the error.
9. If there are no errors, it will bring you to a new screen that summarizes your entries. To submit your timecard for approval click on the Submit button

located at the bottom right hand corner.
10. You will be asked if you are sure you'd like to submit: Click Yes.
11. You will be reminded to print your timecard – click OK.



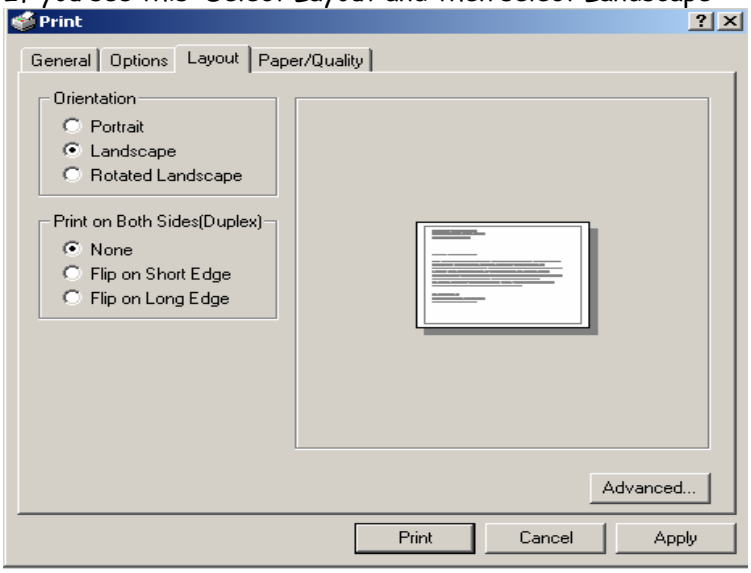
12. Your timecard will appear in summary form once again with the signature lines added to it. Click on the Print

button located at the bottom left hand corner OR you can click on the Printer Icon located on the top of the page.
13. You will receive a reminder to print your timecard using the landscape layout:

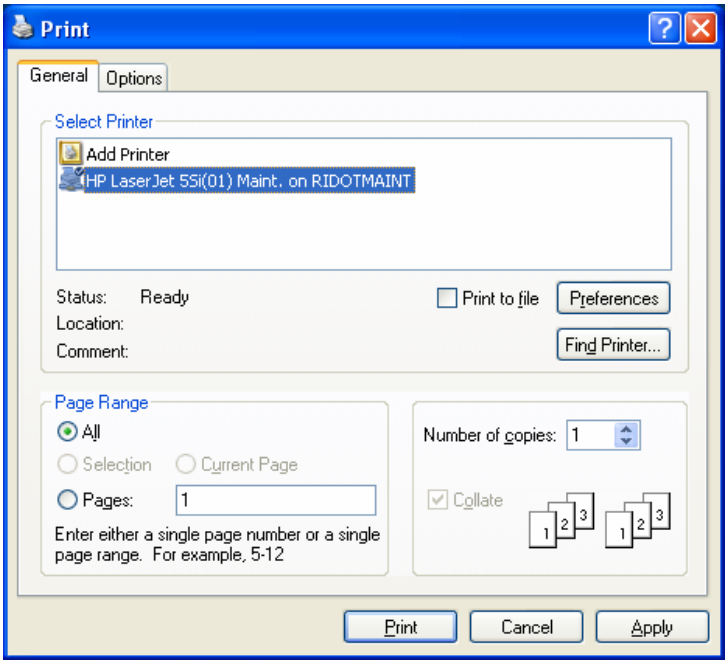


14. The Print setup window opens.

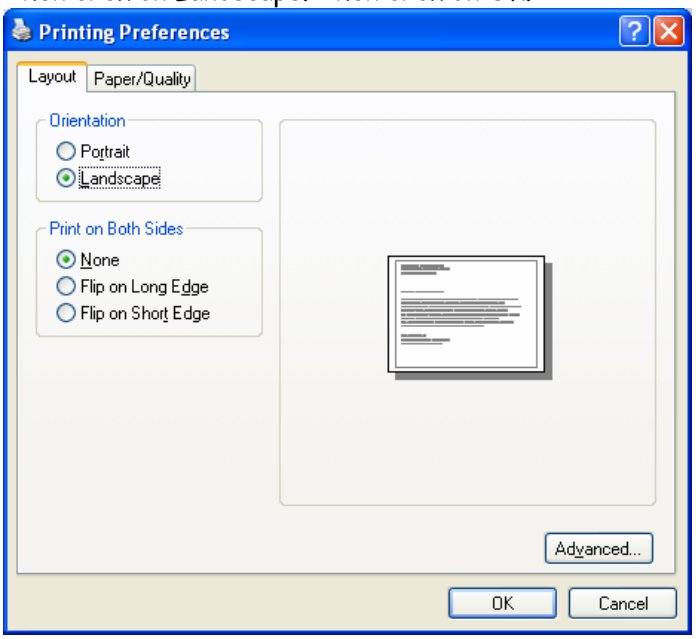
If you see this: Select Layout and then select Landscape:



If you see this: Click on the Preferences button.



Then click on Landscape. Then click on OK.



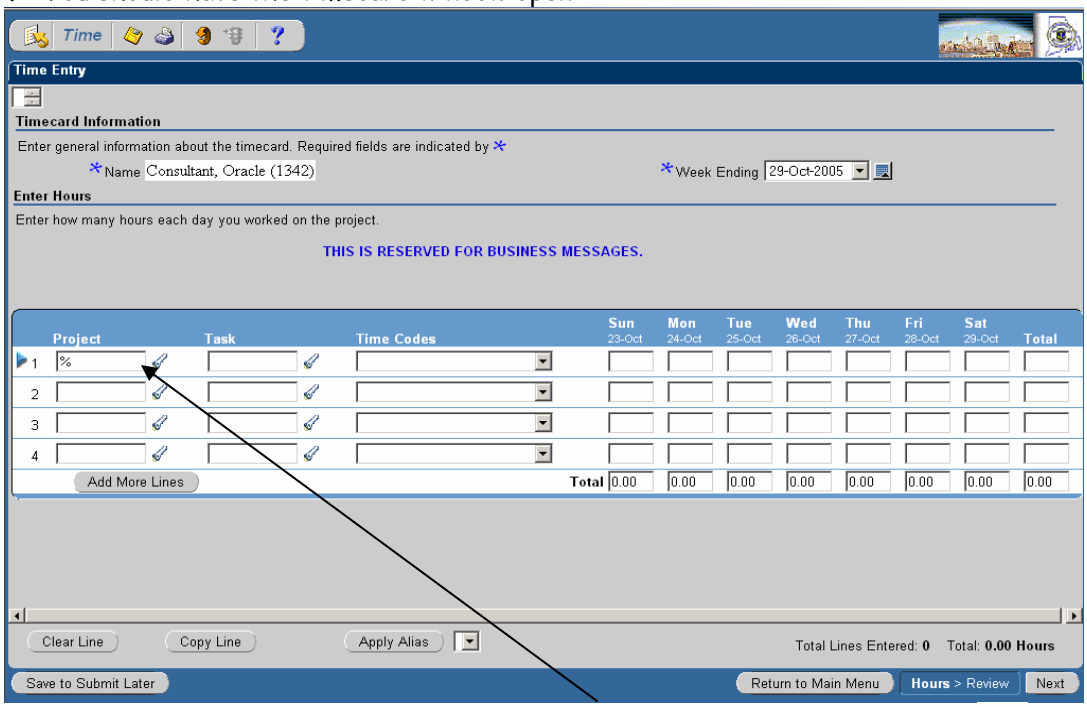
15. Click on Print.

16. Sign your timesheet and hand it to your supervisor for his/her signature approval.

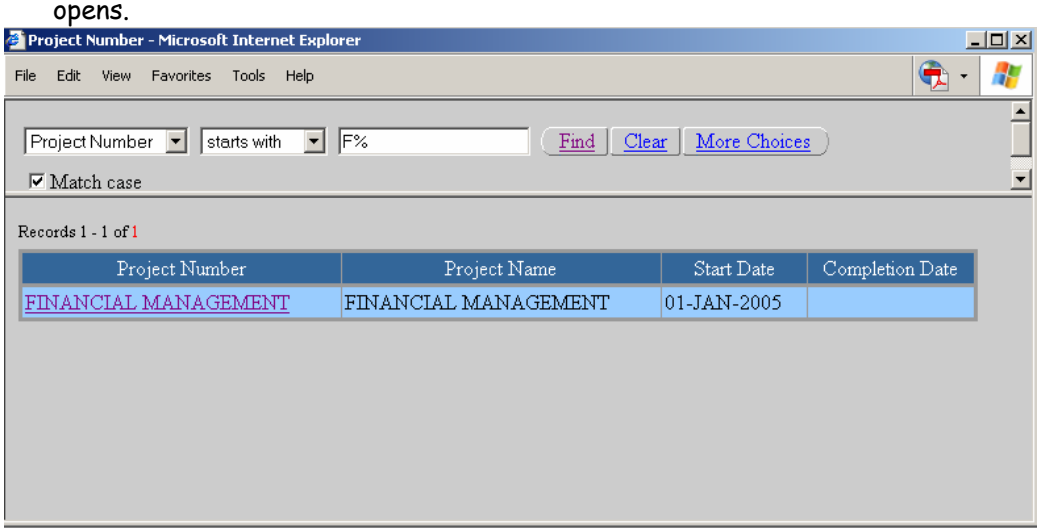
ENTERING YOUR TIME WITHOUT AN ALIAS

This section demonstrates how to enter your timecard if you do not want to use an alias/preference.

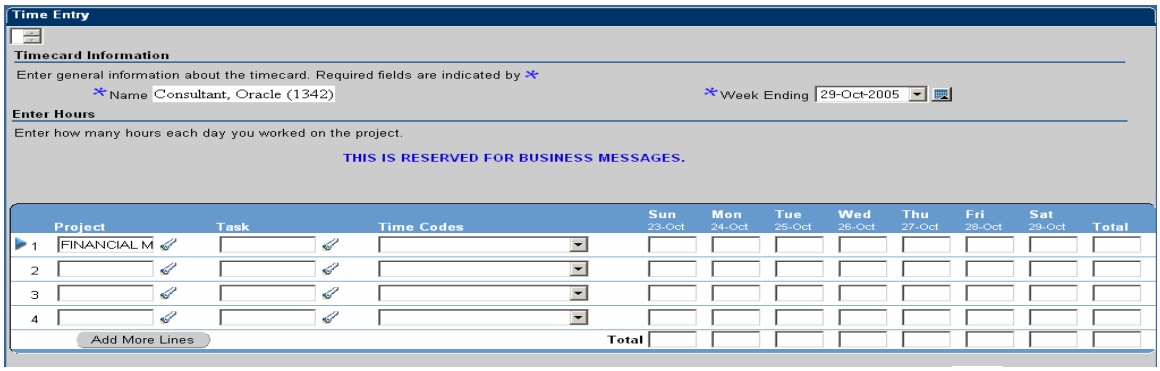
1. You should have the timecard window open



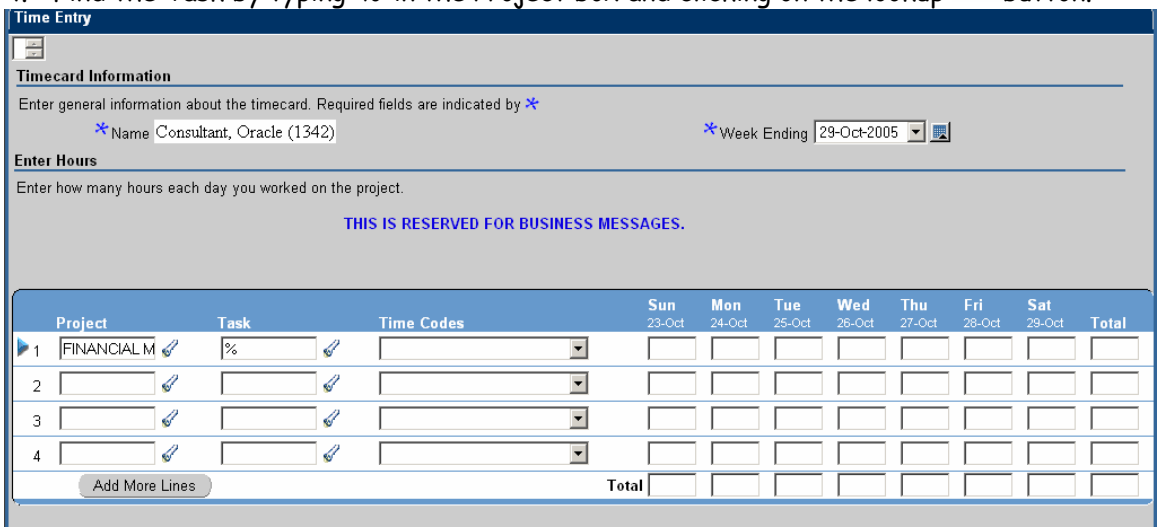
2. Find the Project by typing '%' in the Project box and clicking on the lookup button. Another window opens.



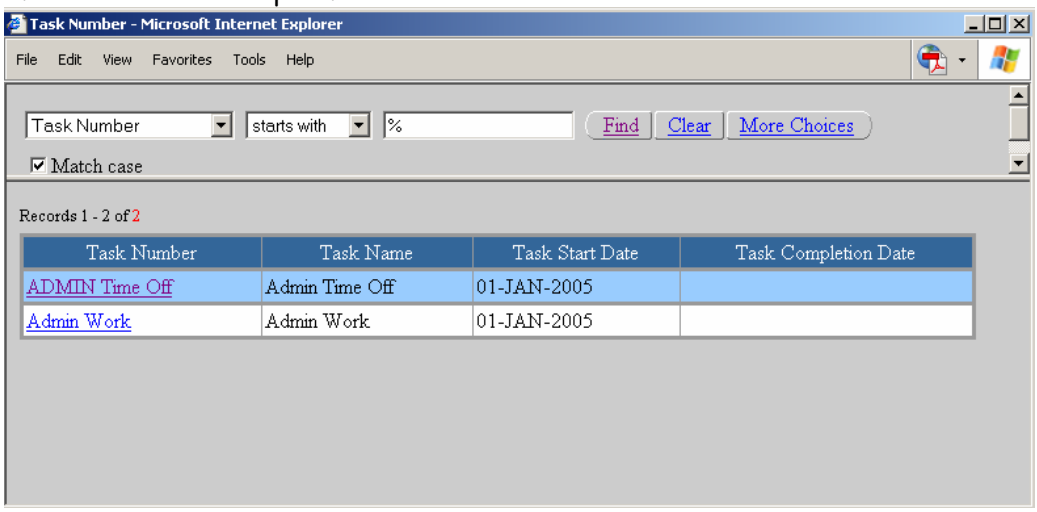
3. Select the project that needs to charged time to by moving the mouse over the Project Number (it will turn the mouse pointer to a hand) then right-click once. The project name automatically fills in on the timecard.



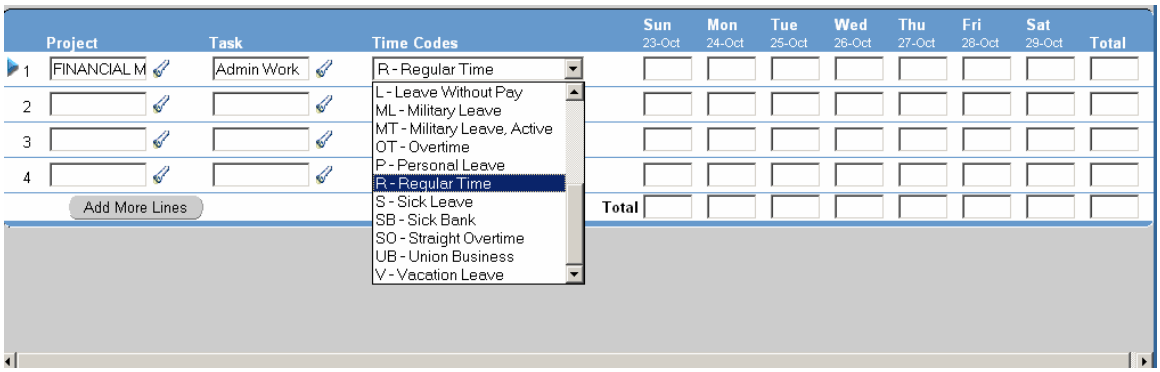
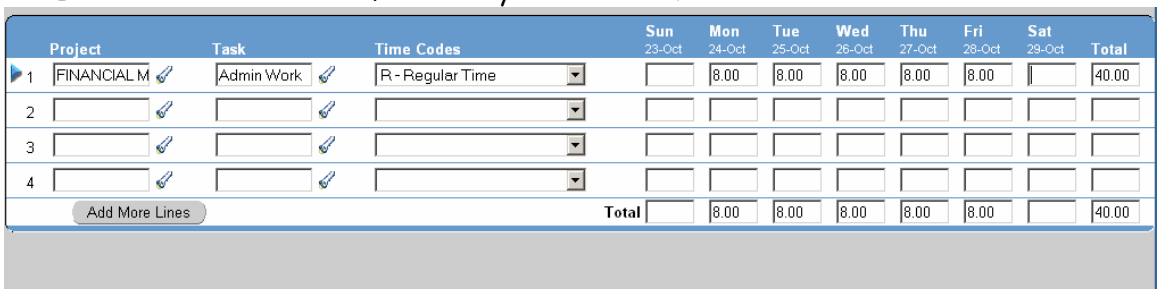
4. Find the Task by typing '%' in the Project box and clicking on the lookup button.



5. Another window opens.



6. Select the task that needs to charged time to by moving the mouse over the Task Number (it will turn the mouse pointer to a hand) then right-click once. The Task name automatically fills in on the timecard.
7. Next select the timecode that time will be charged to by clicking on the down arrow then finding the timecode name.



8. Enter hours in the boxes for the days on that line.